

AzLA Conference Program Types 101

Unsure about what presenting at a conference entails? Here you can find more information about the various ways in which you can present at the AzLA Conference. The guidelines provided here are purposefully vague as the resources on site are subject to change according to the venue.

If you have any questions, please contact the Conference Program Subcommittee Co-Chairs:
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Preparing to write your program proposal

Consider the following:

- The type of presentation you'd like to present. You will be given the opportunity to rank what your preference is, and we'll try to accommodate your request based upon demand. Your options are: program presentation (1 hour), roundtable discussion (1 hour), poster session (30 minutes), and blitz session (15 minutes).
- How will attendees benefit from attending your program?
- Objectives and learning outcomes – what will attendees learn?
- Target audience – who should come to the program?
- Be creative! Add some humor or suspense to get people excited about the program.
- Describe the program, not yourself or your library.

General Guidelines

- If chosen to present, you will still be required to register for the conference.
- Presenters are responsible for their own travel and lodging.
- A "Speaker Liaison" will be available to introduce you at the conference. You will be required to write a short bio (no more than 100 words) for this introduction.
- Session handouts of all kinds will be provided by you. AzLA cannot be responsible for copying and supplying handouts.
- Read all conference proposal forms and presentation contracts carefully to learn what audio-visual equipment will or will not be made available to you. Equipment resources are subject to change according to venue.
- Have backup plans in place in the event of a low Wi-Fi signal.
- Power in the poster session hall is subject to change according to venue. Please refer to your presentation contract or contact the Conference Program Subcommittee Co-Chairs for details.
- Evaluation forms will be made available for the attendees of your presentation.
- Have business cards handy to give to presentation attendees.

Program Tracks

All presenters will be required to choose a “track” which aligns of the theme of their presentation:

- **Leadership & Staff Development** – Explore leadership, management, and organizational/career development issues, trends, and best practices.
- **Children & Young Adults** – Share exciting, practical, and theoretical ideas and information about serving children and young adults.
- **Information Literacy & Teaching** – Focus on instruction techniques, theory, information literacy, and classroom trends and topics.
- **User Services** – Explore collection development topics, new trends in designing user spaces, and improving public services.
- **Technology & Tech Services** – Explore ideas and information about digital library issues, metadata standards, and hot new technology trends.
- **Library Outreach, Marketing and Advocacy** – Teach others how to create partnerships, be aware of legislative issues, advocate for libraries, and utilize new marketing techniques and ideas.

Blitz Sessions

These are designed to be 15 minute segments.* The goal of blitz talk is to articulate a topic in a quick, insightful, and clear manner. These concise and efficient talks are intended to grab the attention of the audience, convey key information, and allow for several presenters to share their ideas in a brief period of time. Several blitz talks will be delivered by different speakers in hour-long sessions.

* **Tip:** Allow yourself time for setup and tear-down within your 15 minute session. Actual presentations generally average eight minutes long.

Poster Sessions

From [ASU “Poster Session” LibGuide](#):

A poster session is a form of scholarly communication for presenting information from research, often in the context of professional conferences or seminars.

A typical poster combines text and graphics, mounted to a wall or bulletin board, in a visually attractive presentation. Some poster sessions use a table to support a free-standing display, and/or may include handouts for the audience. A professional poster session presents numerous posters at the same time in a large room. The audience walks by the presentations, reviewing from a short distance, stopping to engage with the presenter, if interested.

Guidelines & Tips:

- The poster sessions last for 30 minutes.
- You will be responsible for arranging for the printing and hanging of the poster. Some presenter's employers may cover this cost.
- Posters are generally best hung using [t-pins](#) or [cubicle clips](#).
- Dimensions are up to you, but generally are in the ballpark of around 24 x 36.
- More tips:
 - [ASU Poster Session LibGuide](#)
 - [ALA 2016 Conference - Poster Session Guidelines](#)
 - [Power Point Poster Templates](#)
 - [Flickr Group - ALA Poster Sessions](#)
 - [Mr. Library Dude - Poster Presentations 101](#)

Program Presentations

“Program presentations” are hour long presentations for your peers. These are generally in the form of PowerPoint presentations, however if you are using a different type of presentation software, please let us know in advance and we'll do our best to accommodate your needs.

Guidelines & tips:

- Program presentations are scheduled for one hour, including time for audience questions.
- Bring your presentation loaded on a flash drive.
- As noted above:
 - Read all conference proposal forms and presentation contracts carefully to learn what audio-visual equipment will or will not be made available to you. Equipment resources are subject to change according to venue.
 - Have backup plans in place in the event of a low Wi-Fi signal.
- View the [Pow! Your Point](#) presentation for tips on making successful presentations.

Roundtable Discussions

Roundtable presentations are discussion based. Presenters choose a specific topic to discuss and debate. As opposed to program presentations, attendees are invited to participate. You will usually be located in a conference or boardroom style room.

Guidelines & tips:

- Roundtable discussions are scheduled for one hour.
- The room may or may not have audio-visual or other technical equipment depending upon the venue.
- As noted above:
 - Read all conference proposal forms and presentation contracts carefully to learn what audio-visual equipment will or will not be made available to you. Equipment resources are subject to change according to venue.
 - Have backup plans in place in the event of a low Wi-Fi signal.